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Michael P. Nagler, Ed.D., Superintendent of Schools

Jenny Carcana
Director of School Facilities & Operations

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Dear Parents/Guardians:

Our District Wide Safety Plan references specific responses to crisis situations. Our responses will help us prepare for a variety of different emergencies. Each school year, these drills are practiced by students and staff to ensure their effectiveness. In many instances, these drills are conducted in cooperation with the 3rd Precinct of the Nassau County Police Department. Below you will find a brief description of each drill.

Emergency Drills

In accordance with NYS Education Law, schools are required to hold twelve emergency drills per year, four of which must be lockdown drills and the remaining eight are required to be evacuation drills. Eight of the required twelve drills will be completed by December 31st.

Emergency Sheltering Drill & Early Dismissal Drill (District Wide)

The Commissioner of Education and the Board of Regents require all school districts under Section 115.13 of the Commissioner's regulations to conduct an **emergency sheltering drill** and early dismissal drill each year.

On **October 7, 2022**, approximately 20 minutes before dismissal, students will be assembled in the designated sheltering areas for their building. **Approximately 15 minutes before the end of the day students will be dismissed.** Transportation will be adjusted on that day for all students who are eligible for bus services. All parents should make necessary arrangements to ensure an authorized person is at the bus stop 10-15 minutes early for their youngest students' arrival at the bus stop, particularly Grades K-4. All after-school activities including the SCOPE Program will proceed as scheduled.

Lock Out Drill

This is a procedure that allows the school to continue with the normal school day but curtails outside activity and allows no unauthorized personnel into the building. The "lock out" is most commonly used when the threat is general or the incident is occurring outside the school building or on an off-school property. In essence, since everyone is required to be buzzed in, we are always in a "lock out" situation.

Lockdown Drill

In certain situations, it may be determined that the safest place for students and staff is inside the building and, under such circumstances, the building will be secured by using a lockdown signal from the office. Students and staff are trained to follow proper protocol during lockdowns. They will remain in classrooms until they are physically released. Students are not allowed to use their cell phones for calls or for text messaging during a lockdown drill or situation. While this may seem extreme, hundreds of calls being made simultaneously will not only jam the system, but may result in parents arriving at the school, which only increases the danger to everyone.

Lockout/lockdown drills are practiced a minimum of four times per year. Please be advised that during the drill visitors are prohibited from entering the building. Visitors who are already inside the building will take part in the drill.

During an actual lockdown emergency, all adults are asked to remain calm while local authorities resolve the situation. If the lockdown is expected to last beyond normal dismissal time, the District will make every attempt to keep parents informed and post information on the District and school website via local media where appropriate. Please keep in mind that you will not be able to pick up your child(ren) while the lockdown remains in effect. This is for your safety and the safety of your child(ren).

Each of these drills will be announced and explained to the children. The children will be told that these drills will prepare us to be safe in emergency situations.

If you have questions or concerns, please feel free to contact me.

Sincerely,
Jenny Carcana
Director of School Facilities & Operations

The mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.